

# Appointment Cancellation Notice

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that, unfortunately, I must cancel my appointment scheduled for [insert date and time] due to illness.

I apologize for any inconvenience this may cause and appreciate your understanding in this matter. Please let me know if it is possible to reschedule our appointment at a later date.

Thank you for your attention to this matter. I look forward to your reply.

Best regards,

[Your Name]

[Your Contact Information]